

Marginal Punching
Job 1747

SECRET

1 of 1

S-E-C-R-E-T

28 August 1956

MEMORANDUM FOR: Deputy Director (Support) - 2
Deputy Director (Intelligence) - 11
Deputy Director (Plans) - 19 *nonconcur*
General Counsel - 1
Inspector General - 1
Comptroller - 4
Director of Security - 10
Director of Communications - 3
Director of Training - 3
Director of Logistics - 9
Director of Personnel - 5 *nonconcur*
Chief, Medical Staff - 3
Chief, Audit Staff - 1
Cable Secretary - 1
C/PAPS - 1
SA/PC/DCI - 1
Management Staff - 7

SUBJECT: Change in Marginal Punching of Regulatory Issuances

1. Consideration is being given by this Staff to the elimination of the 7-hole punch in the left margin of all regulatory issuances, and the adoption of a 3-hole punch instead. Regulations, notices, and handbooks are now uniformly punched with 7 5/16-inch holes. Because of the special equipment and handling required to do this, it has been an added expense in the publication of all issuances.

2. In view of the apparent economy involved in the use of manual binders of the 3-ring or 3-post type, it is desired that such manuals be adopted throughout the Agency. In the event the use of the 3-hole type of manual binder meets with your concurrence, we plan to have all regulatory issuances punched accordingly.

3. If the adoption of the standard 3-hole punch on regulatory issuances does not meet with your approval, please notify this Staff by 12 September 1956.

25X1A


Acting Chief
Regulations Control Staff

S-E-C-R-E-T

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT: Change in Marginal Punching of Regulatory Issuances

REFERENCE: Memo from AC/RCS to D/Pers, same subject, dated 28 August 1956

1. In accordance with your request contained in the referenced memorandum, we have considered the recommended adoption of a 3-hole punch for all regulatory issuances in lieu of the 7-hole punch presently being used.

2. Copies of regulatory issuances maintained in the office of the Director of Personnel are filed in loose leaf binders which require the 7-hole punch. These binders have proved to be highly satisfactory and we would prefer to continue their use.

H. G. Reynolds
for Harrison G. Reynolds
Director of Personnel

Distribution:

Orig. and 1 - Addressee
1 - D/Pers
1 - DD/Pers/PD
3 - PS/OP

25X1A OD/Pers: [REDACTED]:mb (31 Aug 56)

*orig filed in
"Policy - RCS"*

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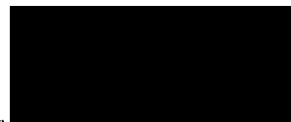
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SECRET

MEMORANDUM FOR: Chief, Regulations Control Staff
SUBJECT: Change in Marginal Punching of Regulatory
Issuances

This office does not concur in the above proposed
change nor the resultant replacement of the binders used
by the Clandestine Services at headquarters and in the
field.

25X1A



Executive Officer, DDP

*orig filed in
"POLICY-RCs"*

FEB 4 3 21 PM '28

RECEIVED
FEB 4 1928
SECRET

COORDINATION RECORD

Coordinating Officials	No. Copies Required	Concurrence Sheet Returned	Comments
*Deputy Director (Support).....	2 (Info)		
*Deputy Director (Intelligence).....	11		
*Deputy Director (Plans).....	19	9/4/56	nonconcur
*General Counsel.....	1		
*Inspector General.....	1		
*Comptroller.....	4		
Director of Security.....	10		
Director of Communications.....	3		
Director of Training.....	3		
Director of Logistics.....	9		
Director of Personnel.....	5	9/4/56	nonconcur
Chief, Medical Staff.....	3		
Chief, Audit Staff.....	1		
Cable Secretary.....	1		
C/PAPS.....	1 (Info)		
SA/PC/DCI.....	1 (Info)		
Management Staff	7		
REMARKS:			

* Receive copies of all proposed issuances.

PROPOSED ISSUANCE: Miscel. memo re 7-Late Punch

Job No. 1747

DRAFT A DATED 28 Aug 56

COMMENTS DUE: 12 Sept 56

S-E-C-R-E-T

28 August 1956

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2. In view of the apparent economy involved in the use of manual binders of the 3-ring or 3-post type, it is desired that such manuals be adopted throughout the Agency. In the event the use of the 3-hole type of manual binder meets with your concurrence, we plan to have all regulatory issuances punched accordingly.

3. If the adoption of the standard 3-hole punch on regulatory issuances does not meet with your approval, please notify this Staff by 12 September 1956.

25X1A

Acting Chief
Regulations Control Staff

S-E-C-R-E-T

*orig. filed
Poultz - ACS*

MEMORANDUM FOR: (See List)

SUBJECT: Change in Marginal Punching of Regulatory Issuances

1. Consideration is being given by this Staff to the elimination of the 7-hole punch in the left margin of all regulatory issuances, and the adoption of a 3-hole punch instead. Regulations, notices, and hand-books are now uniformly punched with 7 5/16-inch holes. Because of the special equipment and handling required to do this, it has been an added expense in the publication of all issuances.

2. ^{USE} In the event the adoption of the 3-hole type of manual binder ¹ does ^{WE PLAN TO HAVE ALL} meet with your concurrence, please advise this Staff by 2 weeks.

REGULATORY ISSUANCES PUNCHED ACCORDINGLY.

In view of the apparent economy involved in the use of ~~the~~ manual binders of the 3-ring or 3-peat type, it is desired that such manuals be adopted throughout the Agency.

3. If the adoption of the standard 3-hole punch on regulatory issuances does not meet with your approval, please notify this Staff by

25X1A

4/14/56

X